



Institutional Catalog and Student Handbook

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Welcome to Portland Beauty School

It's time to realize your dream as a salon professional. Get ready to launch your career with in-depth training in hair design, barbering, nail technology, skin care, and massage therapy. 22 years ago Portland Beauty School was founded, and has since committed to creating many successful entrepreneurs in the beauty industry. You'll start by learning the fundamentals of your new career and expressing your creativity and talent in our unique clinic experience. Our mission is to provide students with an opportunity to achieve an unsurpassed level of education and training while developing the professional skills and ethical standards that are required or succeeding in the arts and sciences of cosmetology and massage therapy. Upon completion, you'll be ready to succeed as a licensed Cosmetologist or Massage Therapist.

Competency-based learning allows you the power to customize the pace of your cosmetology education, matching you as an individual. This exclusive approach to learning may allow you to confidently begin your career at a rate faster than traditional clock hour schools. By recognizing your individual approach to learning, you can control your advancement and progression through your career training. The school also offers clock-hour programs in Massage Therapy and Cadet Teacher Training. Portland Beauty School is a pioneer in competency-based education in the Portland Metropolitan Area. Portland Beauty School's graduating students are granted a certificate of completion and be qualified to take the Oregon State written examination. Students pursuing a cosmetology career will receive an Oregon Practitioners Certification immediately upon passing the exam at Oregon's Health Licensing Agency and students pursuing massage therapy career will receive s license through the Oregon Board of Massage Therapies upon passing their examinations with OBMT.

It is our goal to provide a professional and comfortable environment for every student. Each student is treated with dignity and respect during their educational process. With Portland Beauty School's training and your desire to learn, we look forward to a successful and rewarding experience. All educational programs are a serious investment of your

money and time. All successful careers begin with a solid professional education. As thousands of graduates can testify, Portland Beauty School gives you the complete creative and professional skills you need to establish a promising and lifelong career.

Sincerely,

Mytien H. Kent
Executive Director

PHILOSOPHY AND MISSION STATEMENT

Philosophy: **Portland Beauty School** seeks to train all students to their highest potential, and to provide our students with focused instruction, while channeling creative energies and talents in a positive and supportive learning environment.

Mission: **Portland Beauty School** Our mission is to provide a superior level of education, training and ethical standards to students aspiring to work in the fields of Hair Design, Nail Technology, Esthetics, Barbering and Massage Therapy. Portland Beauty School commits to enriching our students with the knowledge and abilities required to obtain licensing and build successful, sustainable careers in the Arts and Sciences of Cosmetology.

In order to achieve these goals, we believe in providing our students with:

- A quality curriculum, in compliance with all stated curriculum guidelines and requirements.
- An experienced and knowledgeable instructional staff.
- A clean and safe learning environment.

Our educational and training objective is to provide our students with the training they will need to master entry level skills and speed training, technical training, and the professional attitudes and insights necessary for a successful career in the cosmetology industry.

Campus Description

Portland Beauty School is a facility that totals approximately 9,800 square feet. Our campus is housed in a single-story building. The spa-inspired facility includes four academic classrooms used for theory classes. These classrooms are used for all levels of students including freshman, junior and senior students. The classrooms will accommodate approximately 16-24 students (actual classroom size varies on enrollment). The large and modern clinic classroom floor is where the practical applications of Hair Design, Barbering, Esthetics, Nail Technology, and Massage Therapy are performed. There are a total of 20 Hair stations. 10 are for client use and the remaining 10 are for independent practice on mannequin work. 4 shampoo bowls, 6 nail tables and 5 pedicure chairs. Separating the clinic floor and training classrooms is our lobby/reception area.

We offer a kitchen/lunch room for our students. This room consists of a refrigerator, sink and 2 microwave ovens for their use. There is also a full-service restaurant located with our Campus Plaza. Three restrooms are available for students, faculty, and client use. Student lockers are available and are issued on a first-come, first-serve basis.

There is also a media library in which students may rent out material for at home study. This library is available in the administrative office. There is a hold fee of \$10.00 to rent any of the items. Once the item rented has been returned the fee will be reimbursed. If the item is not returned within a 30-day period, the fee will not be reimbursed. All offices and classrooms are wheelchair accessible.

Faculty and Staff

Mytien H. Kent	President/Executive Director
Tieno Huynh	Chief Executive Officer
Ella Aguilar	Director of Admissions
Hanna Hanh Nguyen	Admissions Coordinator
Loc Pham	Admissions Coordinator
Sara (Rose) Thompson	Cosmetology Educator
Hoa (Jenny) Tran	Nails and Esthetic Educator
Joe Pepper	Hair Design Educator
Jefferson Kincaid	Massage Educator
Loc Pham	Cosmetology Educator
Hien Nguyen	Nail Technology Educator
Mark "Rosie" Rosales	Hair Design and Esthetic Educator
Marquita Goldsby	Cosmetology Educator
Brittany Goldsby	Nails and Esthetic Educator
Substitutes Instructor	
Pham Tram	Nails and Esthetic Educator
Anna Truong	Cosmetology Educator

All instructors are required to meet educational qualifications in order to obtain an Instructor's Registration issued by Higher Education Coordinating Commission. Instructors are required to have 30 hours of Continuing Education every two years to renew their license. Our instructors are talented with many years of experience in the industry. We evaluate each instructor's performance to ensure educational excellence.

Portland Beauty School maintains a list of licensed, “emergency instructors” who are qualified to substitute for staff members. These substitute instructors are: to be determined as the instance may arise.

“Substitute Instructor” is required under Oregon law to post their licenses with all the other faculty licenses on the day, or days that they are on-site at the school instructing and training our students.

Student Personal Files and Records Policy

Portland Beauty School will prepare and maintain an accurate and confidential file for each student to be kept in the Administrative Office. Portland Beauty School will maintain student’s records, and provide access to such records in accordance with Oregon Administrative Rule 705-045-0018. When any requests made by a 3rd party for records is received, a written and signed authorization from the respective student must accompany the request in order for the records to be released to the 3rdparty. The student may review their file by scheduling an appointment, or with a written letter of intent under the supervision of the Director.

Statement of Non-Discrimination

Portland Beauty School does not discriminate on the basis of race, sex religion, age, disability, sexual orientation, gender identity, marital status, or ethnic origin in its education programs, admissions, instruction, graduation policies, or any other activities in which it operates and is prohibited from discrimination in such manner by law. Any persons unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. If any instructional staff or other school personnel have been found to have engaged in discriminatory behavior towards anyone affiliated with Portland Beauty School, the individual(s) will be subject to the school’s personnel policies, and could lead to termination.

Student Grievance Policy

Students who feel aggrieved by the action of a Portland Beauty School student or employee, should first attempt to resolve issues with the Education Coordinator. If the grievance is with the Educational Coordinator, the student can go directly to the school Director. The team will attempt to resolve each complaint or concern within 20 days of receiving the written complaint. If more information is needed, a letter or email will be sent requesting additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student via phone, letter or email. The school will maintain records of complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions or retaliation by any school official as a result of initiating a complaint in the event this procedure should fail, students should submit the nature of the complaint in writing, including names and positions of staff or student(s) involved, to the Director within 30 days of the occurrence. If this process should fail and students still feel aggrieved, students can then contact: Oregon Higher Education Commission, 255 Capital Street NE, Salem, Oregon 97310 or by telephone 503 947-5751.

Career Opportunities for Areas of Study

Choosing the career path that is right for you can lead to a life time of success and personal satisfaction. Our dynamic cosmetology instruction and practical Experience will allow you to develop your professional skill sets, opening doors of opportunity and allowing you to achieve the career of your dreams, the following are examples of the many professional career paths that are awaiting you after the completion of your training at Portland Beauty School.

Career Paths:

A student who is training at **Portland Beauty School** has chosen a profession in which they will be able to use their creative, artistic, and interpersonal skills. The list of career opportunities available to a cosmetology professional is diverse! Some of the career options that a student might consider are:

Hair stylist, Manicurist, Facial technician, Nail Artist, Salon or Spa Owner, Salon or Spa Coordinator, Make-Up Artist, Hair Colorist, Fashion Show Stylist, Barber, Image Consultant, Salon Sales Consultant, Photo and Movie Stylist, Beauty Product Designer, Beauty School Owner, Esthetician Manufacturer Sales Representative, Platform Artist, Beauty Business Consultant, Tradeshow Exhibitor, Beauty Care Product Distributor, Beauty and Personal Care Marketing, Beauty or Personal Care Magazine Writer, Artistic Director, or Beauty School Instructor - just to name few!

Training and a Career Path in the Cosmetology Industry

Deciding to enroll in a Cosmetology Training Program and to pursue a career in the profession IS an important decision! In addition to the money, time, and practice a student is required to invest in training, there are numerous additional considerations.

<u>Salon/Spa</u> <u>Industry</u>	<u>Artistry</u>	<u>Massage/Day</u> <u>Spa</u>	<u>Education</u>
Retailer	Makeup Artist	Massage/Body Work	Instructor
Franchise	Hair Styling	Specialist	Education Director
Salon/Spa Owner	Color Specialist	Spa Manager	Administrator
Wholesale Sales	Nails Technician	Private Practice	School Director
Chain Salon Owner	Platform Artistry	Chiropractic Clinic	Admissions
Office Administrator	Competitive Stylist	Physical Therapy Clinic	School Owner
District/ Regional Mgr.	Cosmetics	Sports Massage	Product Representative

SAFETY AND HEALTH CONSIDERATIONS

A hair stylist, barber, or esthetician must possess hand-to-eye coordination and leg mobility in order to move about while performing services. Clients are shampooed by their stylist at the shampoo bowl, then moved and seated in an adjustable hydraulic styling chair. The stylist moves around the client as the service is performed. Persons unable to stand for long periods of time, or having limited mobility would have difficulty using regular shampoo bowls and hydraulic chairs. Manicuring and the application of artificial nails do not require standing or mobility. Clients are seated for the entire manicure or artificial nail application. Facial Technology (Skin Care) does not require a great deal of physical mobility, however; hand and finger strength is required for the massage portion of a facial skin service. Facial clients generally recline on an adjustable facial chair with the skin technologist seated at the client's head. Make-up, cosmetic applications, and brow shaping are performed while the client is seated and the cosmetology professional is in a standing position. Massage Therapy involves listening and understanding what people are saying, exercising for a long time without your muscles getting tired, using your lower back and stomach, and using your arms and/or legs while standing.

Hazardous Chemicals:

On a daily basis, students and cosmetology professionals handle and store hazardous chemical solutions and products, which could burn the skin and scalp, damage hair, or produce dangerous fumes if not properly used, mixed, and stored. If a student is, or becomes pregnant at the time of enrollment, or while attending training the school will require a written release from a student's physician before a student is allowed to begin or continue their cosmetology training. *(This policy is intended to protect both the student and student's unborn child.)*

Allergic Reactions:

The products, chemicals, and solutions routinely used by students and cosmetology professionals MAY cause allergic reactions. Students are instructed to follow all manufacturers' instructions to wear disposable gloves, and to protect their clothing by wearing their lab coats during ALL chemical operations. Should any type of allergic reaction occur, a student is required to immediately notify a staff member.

Your Feet and Legs:

In order to work in the Cosmetology Profession, all students and cosmetology professionals must have the use of their feet and legs. In the future work environment, a cosmetology professional is expected to stand for long hours, while performing services. In order to protect from any type of "career –ending" injury or permanent damage to feet and legs, students are advised to wear closed-toed shoes with socks, with non-skid soles, that have a reasonable heel height. Students and cosmetology professionals work on concrete or linoleum floors, and on a daily basis they lift volume containers of shampoos and other products off shelves. In order to support the feet and legs, and protect them from falls, slipping, or other injuries students must wear appropriate footwear.

Skin and Clothing:

Students and cosmetology professionals handle products and chemical disinfectants that can burn skin, enter the body, and damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, students are required to wear protective lab jackets and to protect clients with protective aprons.

Physical Contact

Students and cosmetology professionals maintain close body contact with clients. During the performance of a service skin and hair cells pass from the client to the student. A student MAY encounter a parasite or a contagious disease. A student may be exposed to human blood, or other bodily fluids. Students are instructed to wear disposable gloves and their lab coats with the public, and to follow all safety procedures to ensure that a disease or parasite cannot infect the student or additional persons.

Electrical Appliances:

Electrical appliances such as blow dryers and curling irons are used near sink and water areas. These appliances must be properly cared for and maintained so that an electrical shock is not produced. Students are not allowed to use any appliance with a frayed or “taped” cord. All electrical appliances must be plugged into grounded outlets. Electrical cords cannot be stretched across aisle.

VANGUARDS OF ENFORCEMENT OF PUBLIC HEALTH LAWS

The State of Oregon has the reasonable expectation that all trained and licensed cosmetology professionals will be knowledgeable of all public health laws applicable to the profession and that licensed cosmetology professionals will practice and enforce these standards. Students will find this website is a valuable professional resource which provides updates to laws and rules affecting cosmetology, and information regarding forms, license fees, license testing, and additional information for students and professionals. The institution encourages students to access the Departments website at: <http://www.oregon.gov/OHLA/COS/index.shtml>

Portland Beauty School has the reasonable expectation that all students will dutifully and earnestly apply themselves to learning the health laws of Oregon and on a daily basis will practice and demonstrate their knowledge of these rules and accept their professional vanguards and enforcers of public health laws. **EMPLOYEES** are **EXPECTED** to demonstrate and apply these standards and laws **AT ALL TIMES!**

2023 Fee Schedule

The following graph contains a listing of our career directed programs, as well as cost associated with each career path choice. Portland Beauty School is committed to your success as a salon professional, and dedicated to assisting you with choosing the career path that is right for you. Our administrative department is dedicated to assisting you to make the right financial, academic, and vocational choices that best suit your career goals. **Tuition costs are based on the applicable minimum hourly training requirements.**

Competency-Based Programs

Competency Based Programs								
	Hours	Tuition	Kit	Manual	Supplies	Regist.	Total Cost	PIF 10%
Hair Design	1150	\$7,500	\$1,100	\$300	\$750	\$150	\$9,800	\$8,820
Barber	786	\$7,500	\$1,100	\$300	\$750	\$150	\$9,800	\$8,820
Nail	281	\$2,500	\$350	\$100	\$300	\$150	\$3,400	\$3,060
Esthetics	484	\$3,500	\$1,250	\$100	\$300	\$150	\$5,300	\$4,770
Classic & Volume 2-Day Lash Extension Certification							\$1,800	

Competency Based Combination Programs						
	Max Hours	Total Cost	% Discount	Discount	Final Cost	PIF 10%
Hair, Nail, & Esthetics	1835	\$18,200	15%	\$2,730	\$15,470	\$13,923
Hair & Nail	1391	\$13,050	10%	\$1,305	\$11,745	\$10,571
Hair & Esthetics	1594	\$14,950	10%	\$1,495	\$13,455	\$12,110
Nail & Esthetics	725	\$8,550	10%	\$855	\$7,695	\$6,926

Clock Hour Programs							
	Min Hours	Tuition	Kit	Supplies	Manuals	Reg Fee	Total Cost
Cadet Instructor Training	1000	\$9,200			\$350	\$150	\$9,700
Massage Therapy	650	\$10,500	\$400	\$250	\$500	\$150	\$11,800

Payment Options			
ZERO INTEREST IN HOUSE FINANCING	Program	Minimum Down Payment	Minimum Monthly Payment
Course deposit required	Hair Design/Barber	\$1,100	\$350
No credit check required	Esthetics	\$900	\$300
Balance Paid in Full to Graduate	Nail Technology	\$600	\$250
Minimum monthly auto-payment	Massage Therapy	\$2,000	\$350

10% OFF PAY IN FULL PRIOR TO START DATE
Can be paid at any time between registration and first day of class.
Deposit still required to reserve a space in a class.

*Registration Fee is waived when adding a program with any other course.

Students enrolled in a competency-based program can remain enrolled after the school determines they are competent. Students enrolled in competency-based programs may remain enrolled in those programs

without incurring any additional costs until they have “been trained for an amount equal to the” minimum hourly training requirements established in OAR 715-045-0200(1)

Policy on Extra Instructional Charges

Portland Beauty School will charge \$7 per Clocked-Hour of extra instruction beyond the minimum hourly training requirements (contract end date). Portland Beauty School will only charge a fee prior to the completion date appearing on the enrollment agreement if we have secured from the student an acknowledgment of credit to their account. All monies received for extra-instruction prior to the completion of the student contract are refunded if the student terminates. Once a student has met the maximum hourly time established by Portland Beauty School, the student is no longer eligible to receive instruction and will be dismissed. If the student has not been declared competent (competency-based programs) or satisfied the applicable graduation criteria (clock-hour programs) or satisfied the applicable graduation criteria (clock-hour programs). See Satisfactory Progress Policy for Maximum Time Limits

Options and Terms of Payment for Tuition

Program	Total Cost Tuition, Kit, Supplies, Registration Fee, and Books	Total Deposit	Minimum Monthly Payments
Hair Design	\$8,900	\$800	\$200
Esthetics	\$2,900	\$700	\$200
Nail Technology	\$2,900	\$500	\$200
Hair, Nail, and Esthetics	\$11,500	\$2,000	\$200
Hair Design, Nail Technology	\$10,500	\$1,300	\$200
Hair Design, Esthetics	\$10,500	\$1,500	\$200
Esthetic, Nail Technology	\$5,000	\$1,200	\$200
Barbering	\$8,900	\$800	\$200
Massage Therapy	\$11,800	\$2,000	\$200
Cadet Instructor Training	\$7,900	\$1,000	\$200

Total deposit is due before the start of any program. If the student wants to more seamlessly through each of their programs, the total deposit due is the combined deposit. If a student would rather pay the deposits as they go through their programs, they have the option to pay deposits prior to the start of each of their additional programs.

Example: If a student is enrolled in Hair, Nails and Esthetics and the first programs started is Nail Technology, the deposit due to start class is \$500.00. If the student, then wants to enter Esthetics, they will need to pay another deposit installment of \$700.00. When the student wants to start their final program, Hair Design, they will need to pay another deposit installment of \$800.00. The balance of the full program(s) must be paid prior to the release of transcripts. The deposit is not included in the monthly minimum payments the student currently making.

Minimum monthly payments are 0% interest. There is a 10% price reduction from the total cost to any student that pays their balance in full prior to enrollment. Students have the option of making payments with **Visa, MasterCard, Discover, American Express, Cash or Check**

RETURNED CHECK FEES – Any student, whose check is returned to the school for non-sufficient funds, closed account, or any other reason, will be charged a **\$25.00 fee for each time a check is returned.**

UNPAID STUDENT ACCOUNTS – Are turned over to the National Collection Agency.

Deposit and Payments

Deposits and monthly payments will be 100% applied to kits and books until the cost of the books and kits have been paid in full. Once the books/kits have been paid in full 50% of the payment will go toward tuition and 50% will go toward supplies. Once supplies have been paid in full, 100% of payments will go toward tuition.

Fee Waiver Policy

Portland Beauty School does in some cases grant fee waivers. This is at the sole discretion of Portland Beauty School. Economic hardship, immediate death in family, medical illness are examples of cases in which a fee waiver may be granted. Additional documentation will be collected to support granting the waiver request.

Refund Policy

REFUND POLICY – REFUND SCHEDULE FOR PRIVATE CAREER SCHOOLS (OAR 581-045-0036)

1. You may cancel enrollment prior to entering classes by giving written notice to the school.
1. If cancellation occurs within 5 business days of registration, you will receive a 100% refund.
2. If cancellation occurs after 5 business days, the \$150.00 registration fee will be charged.
3. If the student wishes to reschedule for the next class, the fees will forward to that date.
4. If a student terminates enrollment after class commences:
 - a) If a student withdraws **prior to completion of 50%** of the instructional program contract, the **student shall be entitled to a pro-rata refund** of the total tuition paid, less registration fee and student supplies fees, charged for such instruction program.
 - b) If a student withdraws **after completion of 50%** of instruction, there are **no refunds and the student is obligated to the school for the entire tuition fee.**
 - c) No refunds will be made for equipment or supplies purchased for the student.

NOTE: WHEN A CANCELLATION, TERMINATION, OR COMPLETION OCCURS, A

CALCULATION OF ALL ALLOWABLE CHARGES SHALL BE MADE, USING THE LAST RECORDED DATE OF ATTENDANCE, IF ANY, AS A BASELINE.

Oregon Consumer Protection – 5-day Buyer’s Right to Cancel:

1. An applicant not accepted by this institution shall be entitled to a refund of all monies paid.
2. If the student cancels within 5 business days of signing their contract, all monies collected by the institute shall be refunded.
 - A. The student must cancel in writing
 - B. US Mail postmark determines cancellation date, or by the notification of cancellation is delivered in person
3. This policy applies whether or not the student has begun training.

Refund Priority Policy:

Monies due are refunded in a priority manner, within 40 days of formal cancellation, withdrawal or termination as follows:

1. Scholarship
2. Agency
3. Student Cash Payment

State of Oregon – Refund Policy – 50% Pro-Rata

Refund is based upon scheduled hours until the students last day of recorded attendance. If a student withdraws prior to completion of 50% of the contracted program, the student shall be entitled to a pro-rata of the tuition charged and paid for such instructional program, less registration fees, supply fees, and any other legitimate charges owed.

If a student withdraws upon the completion of 50% or more, of their contracted instructional program, the student shall be obligated for the entire instructional program, and shall not be considered entitled to a refund.

In calculating a pro-rata refund, for schools measuring the period of enrolled in clock hours; the amount the student will be charged is determined by dividing the total clock hours into the number of hours accrued according to the published class schedule as of the last recorded day of attendance by the student.

The “Published Class Schedule” is equal to the number of scheduled clock hours that this institution has made available and provided to the student had the student maintained 100% attendance.

State of Oregon Pro-Rata Schedule

Scheduled Hours of Enrollment:

.01% to 49.99%
50% to 100%

% Earned by School:

Actual Percentage
100% of Institutional Charges

Admission Policy

Portland Beauty School welcomes students who wish to pursue a Post-Secondary level program of study. It is our goal to make the admissions process an easy one to follow. Service to students is our priority, and academic achievement is expected, nurtured, and rewarded. Portland Beauty School may admit any person to our cosmetology programs, as a student, who meets the following criteria and provide the following documents:

2. The prospective student **MUST** have earned a **High School Diploma** or its recognized equivalent, a General Equivalency (**GED**); or successful completion of a least a **2-year Program** that is acceptable for full credit towards a Bachelor's degree, or Complete an **ATB Test** (Ability to Benefit). You **must provide a copy** of the **documentation**. The ATB test is an oral and written list of questions that will be given prior to admission to Portland Beauty School. The entrance exam measures word comprehension, basic math, and communications.
3. If the student **cannot provide an ENGLISH version** of the Academic Credential, *an interpreted copy that clearly acknowledges and states that the Non-English document verifies the completion of a secondary educational program and states the date of completion.*
3. The prospective Student must be **18 years of age to enroll**.
4. The prospective student **must provide proof of identity and age** in the form of their **social security card**, and a current **State of Oregon issued Driver's License or Identity Card**; for retention in the students permanent record. This information is protected on our secure digital network.
4. The prospective student must provide satisfactory arrangements for the payment of all tuition and institutional charges.
5. If the prospective student is anticipating **Agency Sponsorship**; a letter or voucher that **guarantees payment** must be provided; or
8. If the prospective student is **NOT a citizen of the United States**, that prospective student **must provide a copy** of BOTH the front and back of their alien Registration Card for verification with the United States Department of Justice, Immigration and Naturalization Service. Foreign students **must also provide a**

copy of their Student Visa (both the front and back) in order to enroll.

9. Portland Beauty School will NOT knowingly enroll any student already attending or admitted to another school offering a similar program of study.
10. Portland Beauty School will NOT knowingly admit any prospective student with previously earned cosmetology hours from another institution until such time as the school is in receipt of Official Academic Transcripts from the transfer students previously attended Cosmetology school(s).

- Our institutional catalog is available at www.PortlandBeautySchool.com
Please review and get familiar with all policies and procedures in this document.

After the above items have been received and verified for authenticity, the enrollment team and director will review each applicant's application for enrollment. Upon the decision of the Director and enrollment team, the applicant will be notified verbally within 30 days of admission to the school. The school will inform the applicant via email, phone or in person. If for any reason Portland Beauty School denies admission to any applicant, they may reapply within one year, and be required to follow the same admissions procedure.

Credit for Prior Training (Transfer Student)

Students seeking enrollment at **Portland Beauty School**, who have previously attended another post-secondary Cosmetology School and desires credit for previously earned clock hours **must request official academic transcripts from all schools previously attended**. **Portland Beauty School** must receive the transcripts directly from the previous school(s) and they must be received prior to the enrollment of the student.

Transfer students are advised:

- Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete.
- **Portland Beauty School** will **NOT** accept “Safety and Sanitation” from schools which are out-of-state or out-of-country as they may conflict with current State of Oregon Safety and Sanitation laws, rules, and procedures.
- **Portland Beauty School** will **NOT** accept previously earned training hours that are OLDER than 10 years.

Re-entering / Re-starting Training

Students who have previously attended **Portland Beauty School**, are required to execute a NEW Enrollment Agreement/Contract. The new contract will be based upon the charges and course lengths in effect on the date of re-entry. The previously earned hours will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete. Students must meet the school’s admissions requirements, and **pay ALL outstanding charges from the previous enrollment**. Students must re-enter assuming the SAME progress averages they had earned at the time of their withdrawal or termination.

Portland Beauty School reserves the right to deny re-entry to any student who withdrew or was terminated from this institution for failure to meet student conduct standards and/or satisfactory academic or attendance progress standards. In the instance of such a decision, the student will be notified in writing.

Orientation Day is Required

Prior to beginning training, **all students are required to attend an Orientation Day**. Orientation day is on the first day of class. During Orientation Day the Institutional Catalogue, Policies, and Procedures are reviewed, and all Program Curriculums and Requirements are explained.

Ability to Learn In the English or Vietnamese Language

All instruction and training is provided in the English Language and Vietnamese. All textbooks, videos, reference materials, training materials, product labels, and institutional publications are provided in the English Language and Vietnamese.

Student Population and Starting Class Size

Generally, student enrollment fluctuates to approximately 250 students at any given time. Starting class size is limited to 15 “new” students.

Ownership

Portland Beauty School is a privately owned by Mytien Kent and Tieno Huynh. Mytien Kent is the President and Director, and Tieno Huynh is the CEO of the campus.

Licensing

Portland Beauty School is approved for operations by the following agency and association: Any interested party may request to review the schools letters of approval from the state or accrediting agency by requesting an appointment with the school Director.

Qualifying for the State of Oregon Board Examination:

To obtain an Oregon license /certificate the applicant shall complete all clock hours and pass all tests administered in an approved program, at a school approved by the Oregon Department of Education.

Examination Information:

The Oregon Board of Cosmetology administers a computerized examination at its office in Salem, OR. The examination is divided into several categories such as safety and sanitation, barbering, hair design, manicuring, and esthetics. Each section of the examination is scored separately. A student must pass with a 75% or higher to receive a license.

State of Oregon board examination questions are based upon Milady Standard Textbook and review book question, Oregon Administrative Rules, and industry standards.

Licensure: Higher Education Coordinating Commission
255 Capitol St. NE, Third Floor
Salem, OR 97310-1300
Phone: 503 947- 5751 Fax: 503 378- 8395

Licensing Oregon Health Licensing
1430 Tandem Ave. Suite 180
Salem, Oregon 97301
Phone: 503 378-8667 Fax: 503 370-9004

Licensing Oregon Board of Massage Therapists
748 Hawthorne Avenue NE
Salem, Oregon 97301
Phone: 503 365-8657

Areas of Study

Hair Design: Competency-Based

Portland Beauty School provides an exceptional foundation in all aspects of Hair Design. Through demonstrations, classroom instruction, and hands-on experience, your education will be guided by skillful and licensed instructors. You will receive personalized and individual training in the arts and sciences of Haircutting, Styling, Hair Coloring, Chemical Texture, Anatomy & Physiology, Chemistry, and Disease & Disorders. You will receive the skills to succeed as a successful, talented, and licensed hair design specialist and much more! Our Hair Design course will give you the confidence to succeed as an accomplished and successful Hair Stylist! Please see the *Curriculum Overview* used to develop the skills you need to become a hair design professional.

Tool List

The following list of tools is provided to each student who enrolls in our Hair Design program:

Large Wheeled Duffle Bag
 Professional 5 ½" Shear
 Professional Thinning Shear
 Professional Styling Razor
 Replacement Razor Blades
 1" Flat Iron
 1" Barrel Curling Iron
 Clipper/Trimmer Set
 Professional Blow Dryer
 Professional XL Round Brush
 Professional Large Round Brush
 Professional Cushion Brush
 Professional Row Brush
 Comb Starter Kit Black 10 Piece
 Cutting Cape
 Shampoo Cape
 Hand Held Mirror
 Water Sprayer Bottle
 3 Color/Tint Bowl and Brush System
 12 Butterfly Clips
 12 Duckbill Clips
 Steel Single Prong Clips
 Steel Double Prong Clips
 2 Manikin Doll Heads
 Manikin Clamp Deluxe Set w/ 2 Extensions

Curriculum Overview	Minimum Training Requirements
Anatomy and Physiology	-
Microbiology	-
Haircutting	160
Hair Styling	105
Chemical Services	180
Shaving	10
Implements, Tools, Equipment	-
Product Knowledge	-
Safe Usage, Safety Devices, Federal Regulations & Standards	-
Career Development	-
Oregon Law and Rules	-
Minimum Completion Hours	1150
Average Completion Time (Full-Time)	8.5 months
Average Completion Time (Part-Time)	17 months
Maximum Completion Time (Full-Time)	17 months
Maximum Completion Time (Part Time-Time)	34 months

Full-Time (135 Hours per month) Part-Time (67.5 Hours per month)

Barbering: Competency-Based

The Barbering Program is designed to provide students all if the necessary technical information and practical skills needed to become a successful, professional Barber. The program promotes precision haircutting design with an emphasis on men's hair cutting, shaving, facial hair grooming, and facial massage treatments. Please see the *Curriculum Overview* used to develop the skills you need to become a hair design professional.

Tool List

The following list of tools is provided to each student who enrolls in our Barbering program:

Wheeled Duffle Bag
 Shampoo Cape Nylon
 Cutting Cape Package
 Butterfly Clamps Package
 Duckbill Clips
 Replacement Razor Blades
 1" Curling Iron
 Professional Blow Dryer
 Cutting Shears
 Texturizing Shears
 Shears Carrying Case
 Professional Clippers
 Professional Neck Trimmers
 Clipper/Trimmer Kit Bag w/Accessories
 Female Mannequin
 Two Male Mannequins with Beard and Mustache
 Mannequin Holder
 Razor Hair Shaper

All other Barbering supplies are provided by our school, for use during instruction.

Curriculum Overview	Minimum Training Requirements
Anatomy and Physiology	-
Microbiology	-
Hair and Scalp Treatments	20
Facial Massage and Treatments	20
Haircutting	160
Hair Styling	105
Shaving (Full Face and Head)	40
Mustache and Beard Design and Detail	120
Implements, Tools, Equipment	-
Product Knowledge	-
Safe Usage, Safety Devices, Federal Regulations & Standards	-
Career Development	-
Oregon Law and Rules	-
Minimum Completion Hours	786
Average Completion Time (Full-Time)	6 months
Average Completion Time (Part-Time)	12 months
Maximum Completion Time (Full-Time)	12 months
Maximum Completion Time (Part Time-Time)	24 months

**Full-Time (135 Hours per month)
 Part-Time (67.5 Hours per month)**

Esthetics: Competency Based

Our Esthetics program will provide you with the knowledge of skin care programs, facials, European spa facials, makeup artistry, body treatments, and hair removal. Your Esthetician training will bring you the knowledge of facial massaging, cleansing techniques, body treatments and skin disorder recognition. Our school also offers training in Dermalogica skin care treatments

Please see the *Curriculum Overview* used to develop the skills you need to become a professional in the field of Esthetics.

Tool List

The following list of tools is provided to each student who enrolls in our Esthetics program:

Large Nylon Tote Bag
 Tweezers
 Foam Disposable Wedges
 Disposable Mascara Brushes
 Disposable Lip Brushes
 Eyelash Curler
 Disposable Cotton Round
 Spa Velcro Headband
 Waxing Applicators
 Single Wax Warmer Kit
 Facial Cleanser
 Facial Toner
 Facial Mask
 Facial Moisturizer
 Facial Massage Cream

All other Hair Design supplies are provided by our school, for use during instruction.

Curriculum Overview	Minimum Training Requirements
Anatomy and Physiology	-
Microbiology	-
Skin Care Procedures and Services	140
Facial Makeup	20
Hair Removal	60
Implements, Tools, Equipment	-
Product Knowledge	-
Safe Usage, Safety Devices, Federal Regulations & Standards	-
Career Development	-
Oregon Law and Rules	-
Minimum Completion Hours	484
Average Completion Time (Full-Time)	3.5 months
Average Completion Time (Part-Time)	7 months
Maximum Completion Time (Full-Time)	7 months
Maximum Completion Time (Part Time-Time)	34 months

**Full-Time (135 Hours per month)
 Part-Time (67.5 Hours per month)**

Nail Technology: Competency Based

Get ready to explore the world of manicures, pedicures, and artificial nil application techniques. You can choose to specialize in natural nail care or to become a nail sculpture artist. You will learn advanced spa techniques used in today's high end salons. This program prepares you for all artificial nail enhancement services including acrylic, gel, silk, fiberglass, and nail forms. The Nail Care course is specifically designed to help you succeed as a licensed Nail Technician. As thousands of our graduates testify, Portland Beauty School is dedicated to your education. Please see the *Curriculum Overview* used to develop the skills you need to become a hair design professional.

Tool List

The following list of tools is provided to each student who enrolls in our Nail Technology program:

Nail Carrying Case
 Manicure Bowl
 Nail Scrub Brush
 Cuticle Nipper
 Fabric Scissors
 Nail Clipper
 Orangewood Sticks
 Top Coat
 Base Coat
 Round Sable Acrylic Brush
 Flat Gel Brush
 Pedicure Wand
 Buffer Bocks
 Black Files
 Nail Polishes
 Plastic Artificial Fingers
 Dappen Dishes

Curriculum Overview	Minimum Training Requirements
Anatomy and Physiology	-
Microbiology	-
Manicuring	20
Pedicuring	20
Artificial Nails (30 Full Sets or 300 Singles)	30
Implements, Tools, Equipment	-
Product Knowledge	-
Safe Usage, Safety Devices, Federal Regulations & Standards	-
Career Development	-
Oregon Law and Rules	-
Minimum Completion Hours	281
Average Completion Time (Full-Time)	2 months
Average Completion Time (Part-Time)	4 months
Maximum Completion Time (Full-Time)	4 months
Maximum Completion Time (Part Time-Time)	8 months

Full-Time (135 Hours per month)
Part-Time (67.5 Hours per month)

Massage Therapy: Clock-Hour Program

Portland Beauty School offers a 650-hour Massage Therapy approved by the Oregon Board of Massage Therapists. This professional program is designed to provide a solid framework in the basics of therapeutic massage. Graduating students will be prepared to take the Oregon State licensing exam and the National Certification Exam.

The course is divided into two terms. Each term is designed to take students from a basic understanding of practice and theory to a more advanced level of learning. This includes in-depth knowledge of professional practice standards, ethics, and the business of Massage Therapy.

There is a one week break between terms. Makeup hours and tutoring is available to students. Speak to the Director or Instructor to make arrangements for make-up hours.

Tool List

- 1 – Massage Table
- 2 - Linens

Curriculum Overview	Hours
Term 1	
Anatomy and Physiology I	48
Kinesiology I	60
Communication & Boundaries	36
Massage Practice I <ul style="list-style-type: none"> ● Hydrotherapy ● Sanitation 	120
Term 2	
Anatomy and Physiology II	24
Pathology	44
Kinesiology II	60
Professional Ethics, Business, and Law	36
Massage Practice II <ul style="list-style-type: none"> ● Hydrotherapy ● Sanitation 	172
Total Clock Hours	650
Maximum Completion Hours *	750
Maximum Completion Time (Full-Time)	24 months
Maximum Completion Time (Part Time-Time)	48 months
Full-Time (8 hours per day/one day per week) Part-Time (4 hours per day/one day per week) * Maximum hours based on 125% of hour min.	

All other Hair Design supplies are provided by our school, for use during instruction.

Cadet Teacher Training: 1000 Hours Clock-Hour Program

Cadet Instructor Training is the first step to inspiring new generations of beauty technicians. In this program you will learn all the information needed to instruct within the beauty industry. You will work in real classroom settings and with students on the clinic floor. You will acquire the skills needed to be able to lesson plan, manage a classroom, and build a curriculum, while working on the salon clinic floor, you will learn how to access and communicate with students, build relationships with team members, and hone your professional presentation skills.

This is a clock-hour program and will need to complete 1,000 hours of instruction to complete this program.

This program is broken down into two areas,
Classroom (C) – is instruction completed in the classroom.
Floor (F) – is instruction completed on the clinic floor.

Please see the *Curriculum Overview* used to develop the skills you need to become an expert instructor.

Full-Time (8 hours per day/one day per week)
Part-Time (4 hours per day/one day per week)
*** Maximum hours based on 125% of hour min.**

All other Cadet Instructor supplies are provided by our school, for use during instruction.

Curriculum Overview	Hours
Job Description (CF)	25
Lesson Planning (C)	50
Learning Styles (C)	50
Classroom Management (C)	50
Teaching Methodology (C)	25
Building Curriculum (C)	100
Technology and Teaching Aids (C)	25
Effective Demonstrations and Presentations (CF)	50
Assessing and Advising Students (CF)	25
Salon Clinic Floor (F)	200
Effective Multitasking (CF)	25
Career and Employment Preparations (CF)	50
Working as an Educational Team (CF)	50
Working with Special Learning Needs (CF)	25
Making Learning Fun (CF)	50
Teaching Study and Test Taking Skills (C)	25
Teaching Success Skills (CF)	25
Teamwork (F)	50
Communicating Confidently (CF)	50
Evaluating Professional Performance (CF)	50
Total Clock Hours	1000
Maximum Completion Hours *	1250
Maximum Completion Time (Full-Time)	9.5 months
Maximum Completion Time (Part Time-Time)	19 months

Career Development

As a part of Hair, Skin, Barbering, Nails, and Massage Therapy Programs taken at Portland Beauty School, you will be trained in Career Development. This will prepare you for entering the workplace in your new career, concentrating on your professionalism, customer service, and Business practice skills.

Students are expected to perform Salon Cleanliness procedures throughout the school which will be assigned to students on a weekly basis.

Supplies are provided by Portland Beauty School during instruction.

Safety and Sanitation

As a part of Hair, Skin, Barbering, Nails, and Massage Therapy Programs taken at Portland Beauty School, there is a requirement of Safety and Sanitation. This is required by Oregon Health Licensing and is mandatory training towards graduation from Portland Beauty School. This will involve training in Decontamination and Infection Control, Salon Cleanliness, Disinfection, Client Safety, Practitioner Safety, and overall Oregon Law requirements.

Each student enrolled will be expected to perform Sanitation Duties expressed in Oregon Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during and after services that students perform. This course will include Technical Training and Hands-on Experience. Each student will be tested during and prior to graduation that they comprehend the importance of work safety and sanitation.

Supplies are provided by Portland Beauty School during instruction.

Required CORE Testing:

Prior to being allowed to lawfully perform services to members of the public in the school the student must take and pass both written and practical CORE examination.

Statement of Non-Discriminatory and Handicap Accessibility:

Portland Beauty School in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school's Director immediately in order for appropriate action to be taken.

If a prospective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Compliance Coordinator/Director of Education Marquita Goldsby, as soon as possible in order for the school to assist the student with their accommodation.

Portland Beauty School is handicapped accessible at street level. The upper level of the school is handicapped accessible. The institution will NOT knowingly enroll any student who could not reasonably be expected to benefit from training however there are no special services or facilities provided beyond handicapped accessibility. The school however, will make a reasonable effort to accommodate the needs of a handicapped or disabled person.

Non-Smoking Environment:

Smoking is not permitted inside the school. The "Smoking Area" is located outside the building. Students are not allowed to smoke at the facility entrance.

Equal Opportunity:

It is a violation of **Portland Beauty School** published Policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against any member of the institutional Community based on gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height weight ratio, disability, sexual orientation, or religion. Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated, should be reported directly and immediately to the CEO, or a managing staff member.

Student Parking:

Student on-site parking is available to all students utilizing their personal vehicles for commuting to and from training. **Portland Beauty School** assumes no responsibility or liability for any student vehicle utilizing the school parking area.

Student Housing:

Portland Beauty School does **NOT** provide, furnish, endorse, nor recommend student-housing facilities during a student's period of enrollment. Dormitory facilities are NOT available. Students are responsible for their personal housing arrangements

Student Lockers

Portland Beauty School Lockers are available on a first-come, first-serve basis. The lockers are available for the students to keep their personal items, kits, and textbooks. The school is not responsible for lost, stolen, or damaged items. A student is NOT allowed to store any type of hazardous material in their locker. The locker is property of the school. In the instance the student ceases to attend the training classes and does not empty out their assigned locker, the school will break open and empty the locker after a period of 45 days from the student's last day of attendance that has elapsed.

Portland Beauty School is closed in observance of the following National Holidays.
Memorial Day – Independence Day – Labor Day – Thanksgiving – Christmas Eve thru –
New Year's Day

Emergency Closure:

Snow, ice, and inclement weather conditions during which time the safety of our students, staff, and clients could be endangered may force emergency closure of Portland Beauty School. Emergency closure is announced over television stations and social media sites prior to 7:00am and throughout the day. Should threatening weather conditions develop while in school is in progress, students may be dismissed.

Schedules

School Hours of Operation:

Sunday	Closed
Monday	Closed
Tuesday	9:00am – 8:00pm
Wednesday	9:00am – 8:00pm
Thursday	9:00am – 8:00pm
Friday	9:00am – 8:00pm
Saturday	9:00am – 5:00pm

Clinic Classroom Schedule

Sunday	Closed
Monday	Closed
Tuesday	10:00am – 8:00pm
Wednesday	10:00am – 8:00pm
Thursday	10:00am – 8:00pm
Friday	10:00am – 8:00pm
Saturday	9:00am – 5:00pm

Break Schedule

There will be one 15-minute break during the morning and one 15-minute break in the afternoon. There will be two ½ hour lunches from 12:00pm – 12:30pm, and 12:30pm – 1:00pm, depending on you class. There is one 15-minute break during the evening.

Teaching Techniques:

Various teaching techniques are utilized in order to provide our students with a continuously interactive learning environment. These teaching methods and techniques are inclusive of lectures, practical demonstrations, student projects, theory tests, practical tests, video and DVD visual aids, role playing, guest artists, question & answer periods and research/resource periods.

Training Equipment and Supplies provided by the school:

Portland Beauty School, provides shampoo bowls, student stations, manicure tables, hair dryers, blow dryers, curling irons, crimping irons, hydraulic styling chairs, towels, cosmetics, skin creams, nail polish, cotton balls, rubber gloves, gauze, orange sticks, files, shampoos, cream rinses, hair conditioners, solutions, tints, bleaches, permanent rods, permanent papers, disinfectants, and all other professional “salon-type” inventory items and equipment that are necessary to serve clients and learn cosmetology skills.

The Esthetics training area provides full beds, 8 in 1 machines & microdermabrasion unit, so that students and clients may experience a professional spa atmosphere.

Student Textbooks and Kits:

Students are advised to **REFRAIN** from loaning any part of their kit or textbooks. The school is **NOT** responsible for items that are lost or stolen. Published Kit lists herein are **subject to change**. Kits are upgraded on a regular basis and certain items or manufacturer brands may be substituted depending upon manufacturer changes.

Right to Independent Purchase of Kit and Textbooks:

Any student who desires to independently purchase their Kit or Textbook from a vendor other than **Portland Beauty School** has the right to do so. A kit list will be provided to any student wishing to independently purchase their own kit.

Grading Procedure and Grading Scale

All students attending Portland Beauty School must maintain a minimum of 75% on all Academic and Practical scores. The assignments are divided into 3 levels, Freshman, Junior, and Senior. The school will not promote students until their grades are up to percentage standards (minimum 75%). If a student misses any assignments, they must schedule time with their instructor to make-up any assignments. It is the responsibility of the instructor to grade any missing assignments. If a student takes a leave of absence, they will return at the same level as before. They will not be required to make-up any instruction that occurred during their leave of absence.

Grading Scale

90-100%	A	Excellent - performed all tasks at the highest level of excellence with little or no instruction
80-89%	B	Good - performed all tasks at an intermediate level with some help and instruction
75-79%	C	Satisfactory - performed all tasks at an introductory level with help and additional instruction
70-74%	D	Unsatisfactory - could not complete all tasks with help and instruction
Below 74%	F	Failing - did not complete any tasks with help and additional instruction

**This grade scale will apply to all written (tests) and grading of practical (performance) skills. A student may retake a failed examination.*

Graduation Requirements

Competency-Based Programs

In order for a student to graduate, a student must be considered “competent” in every course of instruction they are enrolled in. The determination of competency is based on the minimum requirements outlined in each program of study, passing score of 75% on all written tests administered in each program, and a passing score of 75% in all practical testing. Students enrolled in competency-based programs may remain enrolled in those programs without incurring any additional costs until they have been trained for an amount equal to the minimum hourly training requirements established in OAR 715-045-0200(1)

Clock-Hour Based Programs

In order for a student to graduate, a student must meet the minimum requirements outlines in each program of study, a passing score of 75% on all written tests administered in each program, and a passing score of 75% in all practical testing. A student must also meet minimum training hour requirements.

Upon completion of any school program, Portland Beauty School will give a certificate of completion for the programs completed. An official transcript will be sent directly to the governing board. Full payment of all tuition, fees and costs must be met before any transcripts will be released to any state board or other institution.

Employment Referral and Assistance:

Portland Beauty School does not guarantee any student employment. The school makes every effort to assist graduates in finding suitable employment related to training.

Student Advisement:

Portland Beauty School does not provide student counseling, nor does the school employ a licensed counselor or therapist. Student advisement is limited to student progress, attendance, performance, and recommendations for improvement and career planning. In the instance that a student would communicate to a staff member that problems or issues beyond the expertise of staff and faculty members, the representative of **Portland Beauty School** will provide that student with referrals to a licensed or recognized professional agency equipped to assist the student This information is located in the administrative office.

Instructor and Staff Contact with Students:

In order to provide a high level of professional and impartial service to our students, staff and faculty members are not allowed to have personal contact, friendships, socialize, email correspondence, or any other sort of relationship, beyond the instructor-student relationship with any student during the entire period of the student’s enrollment. A staff or faculty member’s contact with an enrolled student is limited to; contact during the scheduled training day, and reasonable contact when supervising students at shows or off site training.

Due to very real liability concerns, staff and faculty members are not allowed to travel in the same vehicle with students, whether to train or to a show or continuing education class. Additionally, Staff and faculty members are not allowed to:

- Visit a student's home or residence nor, to have any type of contact outside of the school that a reasonable person could determine was of any type of personal nature.
- Invite students to their home or personal living area.

Conduct:

Each student is responsible to conduct themselves in an orderly, sensible, and professional manner while on school property. Professional decorum standards are inclusive of, but not limited to: consideration and respect for fellow students; clients and school staff; reliable and punctual attendance; earnest pursuit of studies; cheerful and cordial relations with all members of the school community and willing compliance with all school rules and regulations.

Bullying, Harassment and Discrimination Policy

Portland Beauty School is committed to maintaining a working and learning environment which provides for fair and equitable treatment, including freedom from bullying, harassment and discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

Harassing, bullying, and discrimination may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive work or school environment. Bullying, harassment or discrimination can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment or discrimination on school property or at school activities will have access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations, and to take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report false allegations or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible for reporting alleged bullying, harassment or discrimination to his/her supervisor or other appropriate school personnel immediately. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

Satisfactory Progress Policy

Satisfactory progress in academic work and attendance is a requirement for all students enrolled at Portland Beauty School. Any students enrolled at Portland Beauty School must maintain a minimum 75% for academics and attendance.

Attendance Progress

Maximum Time: The maximum time a student has to complete program is as follows:

Hair Design	2,300
Nail Technology	562
Esthetics	968
Hair Design, Nail Technology, Esthetics	3,670
Hair Design, Esthetics	3,188
Hair Design, Nail Technology	2,782
Nail Technology, Esthetics	1,450
Barbering	1,572

If a student fails to reach a "competent" level before the maximum time frame is reached, the student will may be dismissed from Portland Beauty School. Maximum hours are based on 200% of hourly minimums. Students enrolled in competency-based programs receive more time due to graduation being based on a student's ability to reach a competent level.

Massage Therapy	750 Clocked Hours
Cadet Teacher Training	1250 Clocked Hours

If a student fails to meet required training needs before the maximum time is reached, the student may be dismissed from Portland Beauty School. Clock hour maximums are based on 125% of hourly minimums. Clock-hour programs have a lower maximum due to students needing to complete the required clock-hours.

Attendance: All students must maintain at least 75% cumulative attendance average in order to be considered making satisfactory progress and complete the program with the maximum time frame.

Academic Progress

The following factors will be measured in determining academic progress:

- Theory work (test grades, homework, etc.)
- Practical work

Theory and practical exams will be graded according to the following scale:

90-100%	A	Excellent
80-89%	B	Good
75-79%	C	Satisfactory
70-74%	D	Unsatisfactory
Below 70	F	Failing

Students must maintain a C grade average (minimum of 75% in theory and practical/clinic)

Institutional Policy on “Repeat or Retake” Tests:

All tests taken by a student are entered into the student grade/progress report record. In the instance that a student retakes or repeats a test – the computer program will average the grade to calculate the student’s cumulative grade point average.

Transferability of Clock Hours: Earned at Portland Beauty School:

This institution makes **no guarantee of the transferability of the clock hours earned at this school**, to another postsecondary institution.

School Closure Policy

If the school closes permanently and ceases to offer instruction after students have enrolled, enrolled students will be entitled to a refund as specified in the institution's published refund and settlement policy as set forth in the Oregon Administrative Rules. Portland Beauty Schools' teach out plan offers the student a reasonable opportunity to resume the cancelled program, at another institution. Should a teach-out be necessary, written notification of the need for a teach-out will list local teach-out institutions, academic transcripts and the refund/settlement calculations will be delivered to all affected students. The approved teach-out plan will support each individual student affected. The student would have approximately 60 days in which to contact their institution of choice and enroll for the completion of their program. After the 60-day period has elapsed, student records will be made available through the Higher Education Coordinating Commission.

Course Incompletes, Repetitions, and Non-Credit Remedial Courses have no effect upon the school’s Satisfactory Progress Standards.

Portland Beauty School offers refresher courses in all subjects offered. These are non-credit courses used to refresh or enhance a licensed professional’s previous education.

Attendance Policy

To help prepare you for the workplace, Portland Beauty School operates similarly to a professional salon and spa. Late arrivals, absences and other interruptions in your training have a significant effect on your ability to gain skill and competence. In the same way they would if you were employed in a salon or other professional environment. According to the Higher Education Coordinating Commission we must keep track of your training hours for licensure or certification.

Attendance is determined by the contracted schedule. Full-time is defined at a minimum of 7.5 hours per day or 135 clocked hours per month. In order to maintain satisfactory progress, each student must attend scheduled classes during each calendar month.

Students must be clocked in via a computerized attendance tracking program prior to their start time. All students are expected to attend school regularly and maintain a minimum of 75% of their contracted schedule. Students are required to be prepared for school every day. This includes having all tools required for training including but not limited to technical kits and instructional books. If a student comes to school without the required tools, they may be sent home and receive no hours or credit for the day.

If a student is ill or an emergency arises and the student will be absent or late, the student must notify the school directly by calling the front desk, prior to their contracted start time. If a student does not contact the school prior to an absence or late arrival, they may not receive credit for the day. Any planned absences must be brought to the instructor's attention before the date of the absences, and documented in writing to the instructor. Any absences of 3 days or more will need to be accompanied by a note from a certified medical physician.

If the attendance requirement is not met, the student will receive a verbal warning. At this time the student will be advised as to how they can make up the theory and practical classes missed. If the attendance requirements are not met after the second month, or if there is no attempt to make up theory and or practical classes, the student will no longer be considered as maintaining *satisfactory progress*.

If the student requires a leave of absence for medical reasons, or for circumstances beyond his/her control, the school will permit up to a 90-day leave of absence. The student must request the leave in writing to the school Director. The proper documentation must be submitted and reviewed in order to grant the leave of absence. Once the leave of absence is granted, and the student does not return to school after the leave of absence has ended, he/she will then be terminated.

School Guidelines and Regulation

The following is a guideline of Disciplinary Action that will be followed. Depending on the severity of the situation, warning or suspension may, but is not required to precede involuntary termination. Any student receiving a third written warning may be suspended for a maximum of 30 days.

Any student that is terminated from Portland Beauty School will have to re-apply to continue enrollment. We reserve the right to refuse re-admission based on attendance, academic, and social conduct of the student in the previous enrollment period.

Disciplinary Actions

A student may only acquire 3 absences or 7 late arrivals per month excused or unexcused. The student will be verbally advised by the Education Coordinator after 2 absences and/or if a student is late more than once in a week. If the student is still absent or late after the advisement, the following may take place:

1. 1st Offense: Verbal Warning- Given to a student by a staff member and intended to warn a student that his/her performance or behavior is not acceptable. A note of the verbal warning may be made and placed in the students permanent record which is maintained through our secure digital network system.
2. 2nd Offense: Written Warning/Probation- A written warning is given to the student when verbal warnings have failed. A written warning which states that further violations(s) within a 30-day period may result in suspension. Specific solutions may be prescribed in this probationary period. (if the student acquires more than 3 absences or 7 late arrivals per month excused or unexcused)
3. 3rd Offense: Suspension- Immediate suspension of the student from Portland Beauty School. The suspension will be for a maximum of 30 days. The reason for the suspension will be documented and the student will be able to review and sign the notice. The original notice will be retained in the students permanent record maintained through our secure digital network system.
4. 4th Offense: Termination – Once a student returns from suspension they will be placed on a probationary period of 30 days. If the student acquires any absences or late arrivals while on probation, they may be terminated. This may be the immediate withdrawal of the student from Portland Beauty School.
5. Appeal Process: Any student seeking to appeal an academic, administrative or disciplinary action by this institution, must do so in writing within 20 business days. The student's written appeal must be delivered to the Administrative office. A decision on the students appeal will be made within 5 business days by the Director and Director of Education and will be communicated to the student in writing. The decision will be final.

If a student was terminated for being under the influence of illegal drugs/alcohol, gross misconduct, stealing, threats, cheating, or bullying, then termination is final and may not be appealed.

SCHOOL RULES AND REGULATIONS

1. This institution strives to maintain an environment that is harassment-free. In order to achieve this goal, threatening language, gestures, or actions that a reasonable person would agree would result in the intimidation of or raising fear in another person are prohibited. Foul language, sexual harassment, physical and/or verbal abuse of any kind of a personal or of a group of persons is prohibited. If the incident is deemed to be a “hate crime” offenders will be prosecuted.
2. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, gossip, disregard for the privacy of self and others are prohibited.
3. Disruption of class or training, failure to follow the reasonable request of a staff member, refusal to discontinue any behavior that is judged to be offensive, disruptive or threatening is grounds for immediate dismissal.
4. Students must contact the school directly and speak with a staff member in the event of an absence.
5. “Cutting Class” is not allowed. If a student leaves school during the day to attend to personal business; a staff member must be notified. The student’s name will be deleted from the appointment schedule. **When a student leaves the school for any reason that student must punch out on the time clock.**
6. Students are not allowed to receive personal telephone calls while working on a patron or in class. A student is not allowed to talk on a cellular telephone while performing a service on a client. Personal telephone calls must be made from personal cellular telephone on either a lunch break or scheduled break time. The front desk will take emergency telephone calls and notify the student.
7. Theft or malicious damage to the school, its property, or the property of any staff member, student or client is grounds for immediate dismissal.
10. Possession of firearms, weapons of any sort, fireworks, explosives, or any item that might be utilized to threaten, harm or endanger the safety of another while on school property, are grounds for immediate termination. Offenders will be prosecuted.
11. Gambling or games of chance are not allowed on school property.
12. This is a non-smoking environment. The smoking area is located outside.
13. Possession of, distribution of, or being under the influence of illegal drugs, non-prescribed controlled substances or alcohol on school property, or while representing the school is grounds for dismissal. Offenders will be prosecuted.
14. Dishonesty, inclusive of but not limited to: provision of false information, alteration or misuse of a document, plagiarism and other forms of cheating, impersonation, misrepresentation, or fraud are grounds for dismissal.
15. Failure to maintain this institution’s published standards of satisfactory progress in academic, theory, and attendance is grounds for dismissal.
16. Failure to maintain this institution’s published Attendance Policy is grounds for dismissal.

17. Students are expected to arrive at school attired in a manner that is consistent with the institution's published dress code, hair and make-up must be done before entering school.
19. Free Services are not allowed.
20. Work stations and work areas must be kept clean and orderly at all times. All stations and work areas must satisfy the health and safety standards of the State of Oregon. All sanitation and disinfection of implements and areas must be completed.
21. A student is not allowed to leave a client during a service, unless it is to get an instructor.
22. Each service performed on a client must be checked by a licensed instructor. There are no exceptions to this rule.
24. Student's children do not belong in this school unless they are scheduled for a service and have a valid appointment. Students do not earn clock hours while they are watching or babysitting their children. A student's acquaintances, friends, and family members do not belong in this school and are not allowed to hang out. Students do not earn clock hours for social activities.
25. In the instance of an emergency or illegal activity occurring at the school, a student is expected to immediately notify a staff member, or contact 911 for emergency situations. The student is not to engage a perpetrator, and should not place themselves or others in danger.
22. Students are expected to dress professionally at all times. Clothing items which are prohibited include, short skirts and shorts more than three inches above the knee, t-shirts without sleeves or mid-section showing, tank-top style T-shirts, pants sagging below the rear-end, low rise pants, shirts or dresses showing any cleavage, T-shirts with obscene pictures or wording
23. Lab coats, smocks, aprons, or official school attire, must be worn at all times when in the school building. Students are not allowed to modify official school attire, lab coats, or any other official school clothing. Clothing and shoes should be clean and in good repair. Students are also expected to maintain good hygiene standards while in school, i.e. Showering, oral hygiene, and personal grooming.
24. No eating, drinking, or gum chewing on the clinic floor.
25. All students are required to assist in daily sanitation duties before and at the end of the each day. Students are also responsible for keeping their work station clean, sanitary, and in good order. Students who do not perform daily sanitations and have them reviewed and approved by their instructor, will be subjected to disciplinary actions as well as result in their inability to graduate the course of study.
26. All students must sign in and out at the front desk.
27. Students should not have personal visitors, including children, spouses, significant others, and friends, unless it has been cleared with an instructor.
28. Students must receive permission from an instructor prior to receiving personal services. There Is a reduced charge for student services which must be paid in advance of the service commencing.

29. Students are not allowed to receive personal services on Saturdays.
30. All point sheets and practical operations must be reviewed and signed by the instructor on the day that it was performed.
31. Any time off request or leave of absence must be previously arranged through the administrative office.
32. All students are obligated to complete live models to meet graduation requirements.
33. Only supplies (i.e. hair products, chemicals, and other items used on guests) purchased by the school are to be used at the school. Students and clients may not bring in their own products.
34. There is NO PARKING in front of the school. This area is reserved for clients.
35. Students are responsible for their time. Do not clock in for another student. Clocking in for another student is ground for termination.
36. All services must be consulted and checked by an instructor in order to receive credit for the service.
37. Please remove all items from the refrigerator or cupboards daily. Any items left may be subject to disposal at the conclusion of the day.
38. Any amendment to the Rules or changes will be circulated to each classroom and posted in student gathering areas.
39. Anytime a student is clocked in they must remain on the school campus. If a student is clocked in and are not on campus, they will be clocked out and not receive any hours during the time they were off campus
40. Students who do not maintain Satisfactory Academic Progress will be placed on a 30-day probation. During this probation, the student needs to make up for failed or missing assignments/tests, to bring up their grade averages, and maintain Satisfactory Progress.
41. Any student receiving three suspensions will be considered for termination. Application for readmission may be done by contacting Portland Beauty School. We reserve the right to refuse readmission based on attendance, academics, and social conduct of the student in the previous enrollment.

DRESS CODE

All students at **Portland Beauty School** represent an **IMAGE INDUSTRY**. Therefore, it is consistent with a student's training responsibilities to project an **IMAGE** that is clean, professional and fashionable. The institutional dress code has been developed based upon the input provided by the professional publications, such as the Milady's Instructors Guide, salon owners, industry professionals, and current State of Oregon and Federal Safety Laws. At the school's discretion, these dress code standards would be interpreted to be appropriate, reasonable, and safe; and intended to prepare the student for an **IMAGE** in the **INDUSTRY**.

3. Lab coats, lab jackets or aprons must be worn at all times when a student is in the school. The lab coats and lab jackets must be of washable material and completely cover the armpits and chest. Lab aprons must be of washable material.
4. Disposal plastic gloves must be worn during chemical applications and procedures.
4. **NO BARE SKIN** is to be shown on the back, belly, midriff, derriere, upper thighs, upper chest cleavage, or underarm area. Underwear **CAN NOT** be exposed or shown above or below shirts, pants, or skirts.
5. Hip Hugger or Low waist pants and skirts cannot expose a student's derriere, thong, or underwear at any time, specifically when the student bends over or sits down.
6. Lingerie type, see through clothing is not allowed. No spaghetti-strap tops. All shirts must have sleeves that completely cover the armpit area.
8. No denim jeans are allowed. Skirts and shorts cannot be more than 3 inches above the knee.
9. No "short shorts" Unless worn with non-see through black **LEGGINGS**.
11. Tee shirts with profanity, or with any type of printed message that a reasonable person would deem offensive, are not allowed.
12. Students must always look professional, clean, neat, and maintain personal hygiene.
13. Hair **MUST** be styled upon entering the school.
14. Hair, make-up, and nails, must be professional.

ANTI-DRUG, CONTROLLED SUBSTANCE AND ALCOHOL ABUSE POLICY

Portland Beauty School insists upon the maintenance of a training and work environment that is **DRUG and ALCOHOL FREE**. For this reason, the school has adopted and strictly enforces a policy that provides a ***ZERO TOLERANCE LEVEL*** of any **illegal drugs, controlled substances, non-prescribed drugs, and alcohol while on school property, or while representing the school.**

This institution has a strong commitment to provide a safe and healthy environment to all students, staff members, clients, and to the community. **Portland Beauty School** accepts its role in and responsibility to the larger community and expects all students and staff members to reflect this standard while within the school. The presence and use of illegal drugs, non-prescribed drugs, controlled substances and alcohol is deemed inconsistent with institutional values and objectives.

****Persons under the influence of all drugs or alcohol while in attendance at this school, pose a substantial risk and hazard to all persons in the building. ****

****A person with illegal drugs or controlled substances in their possession while on school property or while representing this institution will be immediately terminated with cause, and PROSECUTED to the fullest extent of the law. The school will contact local law enforcement and provide all statements and appearances necessary for prosecution. ***

This institution will automatically terminate a student or employee who is under the influence of drugs or alcohol, or in possession of an illegal or non-prescribed controlled substance, during training. Pursuant to the provisions of the Americans with Disabilities Act, that student will NOT be allowed to return to training until such time as they are enrolled in a certified rehabilitation program, and provide proof of on-going or completed rehabilitation to the school.

In the instance that a staff member or student has a **PRESCRIPTION for a controlled substance**, such as pain-killing drugs or medical marijuana, **this institution INSISTS that these substances do NOT enter and are not present on school premises.** Any staff member or student with a lawful prescription for these substances must take care of their health needs and store their prescription substances – at their residence.

Students and staff are reminded that in the State of Oregon it is a crime for any person to give, or otherwise distribute medication to another person. This includes, but is not limited to, the distribution of prescribed medical marijuana, pain pills, allergy medication, and all other prescribed medications.

In the instance that any person has shared or otherwise distributed prescription medication with another person, this institution will contact local law enforcement and vigorously prosecute the person or groups of people who have any involvement in distributing prescription substances while at this institution.

Community assistance is available. This School will provide a confidential referral to any student requesting assistance to a local health care agency. **Portland Beauty School's** attempt to maintain an environment that is supportive to any person who is recovering from an addiction to a controlled substance or alcohol. **However; the school will NOT allow any student to compromise the health and safety of, or endanger members of the academic community.**

Any person seeking professional assistance in recovery is encouraged to contact the following professional organizations. Rehabilitation referral and treatment is confidential.

A-1 Call Answer	1.800.511.9225
Alcohol & Drug Hotline	1.800.923.help (4357)
Oregon Human Development	1.503.640.5223
CODA	1.503.642.0312

First Aid, Emergency and Evacuation:

Should a First Aid, Emergency, or Evacuation situation occur, all students and staff are expected to follow the reasonable requests of an institutional representative or professional Emergency Medical Technician.

- First-Aid – All students are advised of the location of the First Aid Kit and supplies on Orientation Day.
- Evacuation Routes – are posted in all areas on the clinic floor.
- Medical Emergency – students and staff are instructed to dial 911 to request.
- Emergency assistance- DO NOT administer Emergency Medical Assistance unless you are qualified to do so.
- Fire – students and staff are instructed to dial 911 to request emergency medical assistance, and to immediately evacuate the building.
- Earthquake – students and staff are instructed to remain inside the building, and to place themselves under desks or other secure areas. Do not leave the building for a period of less than 30 minutes AFTER all shaking has ceased.
- Criminal Incident – Do not be a hero! Students and staff are instructed to dial 911 when it's safe to do so

PROTECTION OF STUDENT PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION

Direct Information:

Portland Beauty School DOES NOT release any direct information regarding students. All information is regarded as personally identifiable and will not be released unless the expressed written permission of the student is received.

The student does not have the right to:

- If a dependent student, review any information or payments provided by their parents, unless the written permission of that student's parent is on file at this school.
- Review any information regarding or concerning any other student.
- Request contact information regarding any other student.

- Be in the Administrative Office at any time that a staff member is NOT present to supervise their actions.

Solomon Act:

Federal Law requires the school to release your name and personally identifiable information to the United States Military for recruitment purposes. If you would like your name withheld, you must submit a written request to the Registrar's Office.

Family Rights and Privacy:

Pursuant to State of Oregon law and to protect the privacy of our students, the personally identifiable information and training records of each student are protected and will not be provided to any third party unless the student provides clear and written permission and consent to the school. The written permission statement must be provided each time an outside request is made.

The sole exceptions to this policy are:

1. An outside party acting on behalf of the school's proper and accurate maintenance of institutional records.
2. The State of Oregon licensing and education agency or other State of Oregon Representative as well as any accreditation process initiated by the school or the National Accreditation of Career Arts and Sciences.
3. A duly authorized local law enforcement agency, acting within its jurisdiction and in the public interest to investigate a crime or criminal activity that has provided a lawful subpoena to the school or is acting based upon the school's request.
4. Any criminal conduct occurring on school property is NOT considered a part of a student's educational record.
5. Under the United States "Patriot Act / Homeland Security Act" student records of a student suspected of terrorist activity may be inspected without the student's knowledge or permission.

Student and Parental Rights under the Privacy Act:

All students have the right to inspect and request copies of records that are maintained by the school. The school requests each student, planning to review training records, notify the school – in advance – and arrange an appointment, so that the student's file may be reviewed in privacy and a reasonable amount of time dedicated to the review and any questions that the reviewer might have.

1. Any student may request and will receive a complete copy of the student's records. The request must be made in writing and a fee in the amount of .25 a page must be paid. Within thirty days of receipt of the written request and payment of the per page fee, the complete student record will be delivered directly to the requestor. Students are reminded that complete student records are maintained for a period of five years. After the five-year period has elapsed, the complete record is no longer available.
2. A student may request that a record be amended if they believe that the record is inaccurate, misleading, or otherwise in violation of their privacy rights.

3. Each student may obtain a copy of the Family Rights and Privacy Act upon request, from the Administrative Office. This publication represents the policy that **Portland Beauty School** adheres to in its enforcement of the Family Rights and Privacy Act. Our Institution policy and procedure is consistent with the Act.
4. This institution will obtain written consent to disclose personally identifiable information about the student from their educational records, unless such consent is NOT required under the FERPA Laws.
5. A student may consent to the release of personally identifiable information that is retained in their student record. An example of this is a written consent provided to the school that would assist a student in obtaining employment.

Should any student feel that this institution has failed to comply with the requirements of FERPA, or that the student has been denied access to their records, that student may file a complaint with the State of Oregon Higher Education Coordinating Commission. Violations regarding student records PRIOR to April 27, 2007, may be sent to the United States Department of Education.

Academic Transcripts:

Portland Beauty School does NOT release Official Academic Transcripts until such time as the student account is “paid in full.” Academic Transcripts are issued in a State of Oregon standardized format. Within 10 calendar days that a graduating student completes all course requirements and the student account is paid in full, official academic transcripts are sent directly to the State of Oregon.

- For purposes of State of Oregon Board Examination – Transcripts are sent directly to the Health Licensing Office. Transcripts are NOT accepted by the State of Oregon Board if they are hand delivered by a student in an envelope with a broken seal, or if the transcript contains any whiteout erasures or changes to the original information.
- Additional Official Transcripts – a student must make all requests for additional transcripts in writing and pay a \$25.00 Transcript Fee. Within ten days of receipt of the written transcript request an Official Transcript will be forwarded to the student, provided the student’s account is paid in full, and the \$25.00 Transcript fee has been paid. A student is advised to refrain from opening the envelope, as the sealed envelope and U.S. Postmark document that the transcript was sent by the school.
- Third party request of Official Transcript – **Portland Beauty School** does NOT release Official Transcripts to the third parties unless the student has requested and authorized the release to a specified third party. The written permission and signature of the student must be affixed to the release. In order to release third party transcripts, the student must make the request, and the student's account must be paid in full, and the student must pay a \$25.00 Transcript Fee.
- If a student would like Official Transcripts to be released after completing each program – The portion of tuition for that program must be paid. There will also be an additional \$100 administration fee per transcript released that must be paid prior to the release of transcript. If the student waits until all programs are complete, the administrative fee is waived.

Un-Official Academic Transcript:

Portland Beauty School does NOT recognize, nor release unofficial academic transcripts.

**Portland Beauty School Catalog
Acknowledgement Form**

(Portland Beauty School Institutional Copy)

This Institutional Catalog and Student Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Portland Beauty School. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your Instructor during orientation. Portland Beauty School “Institutional Copy” shall be retained in your permanent record on our secure digital network system.

I, _____, have received and read a copy of the Portland Beauty School Catalog which outlines the goals, policies, benefits and expectations of **Portland Beauty School**, as well as my responsibilities as a student.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the **Portland Beauty School** Institutional School Catalog and Student Handbook provided to me by **Portland Beauty School**.

(Student Name Printed)

(Student Name Signature)

Dated: _____

Volume Number: _____



2023 Enrollment Schedule

Portland Beauty Academy accepts only 14 students per class, compared to other schools with 35-80 students in a class. A smaller class allows students to have more one-on-one time with the instructor. Classes fill up quickly so please contact us to complete the enrollment process 503.255.6303 or Info@PortlandBeautySchool.com

HAIR DESIGN

	Days	Start Date	
Day - 9 Weeks Core Program 9:30 am - 5:00 pm	Tue	Mar 14, 2023	After Core Program Customize Schedule 2 Saturdays Per Month Minimum
	Wed	Jun 27, 2023	
	Thu	Sep 28, 2023	
	Fri	Jan 02, 2024	

ESTHETIC

Day - 8 Weeks 10:00 am - 4:30 pm 4 Client Service Days				Day - 14 Weeks 10:00 am - 4:30 pm 4 Client Service Days		Night - 14 Weeks 5:00 pm - 8:30 pm 4 Client Service Days			
Days	Start Date	Day	Start Date	Days	Start Date	Days	Start Date		
Tue & Wed	Feb 14, 2023 Apr 18, 2023 Jun 20, 2023 Aug 29, 2023 Oct 31, 2023 Jan 02, 2024	Thu & Fri	Jan 12, 2023 Mar 16, 2023 May 18, 2023 Jul 20, 2023 Sep 21, 2023 Nov 30, 2023	Thu & Fri B	Feb 02, 2023 Apr 06, 2023 Jun 08, 2023 Aug 10, 2023 Oct 12, 2023 Dec 21, 2023	Sat	Feb 25, 2023 Jun 10, 2023 Sep 23, 2023	Thu & Fri	Jan 19, 2023 May 04, 2023 Aug 17, 2023 Dec 07, 2023

NAILS

Day - 7 Weeks 10:00 am - 4:30 pm Clinic Floor Days Required 2 Days / Month				Night - 12 Weeks 5:00 pm - 8:30 pm Clinic Floor Days Required 2 Days / Month								
Days	Start Date			Days	Start Date							
Tue & Wed	Jan 31, 2023	Mar 28, 2023	May 23, 2023	Tue & Wed	Jul 25, 2023	Sep 19, 2023	Nov 14, 2023	Tue & Wed	Mar 07, 2023	Jun 06, 2023	Sep 06, 2023	Dec 06, 2023